



State of Washington  
Business Licensing Service  
PO Box 9034  
Olympia WA 98507-9034  
1-800-451-7985  
business.wa.gov/BLS

## City of Pasco

### Requirements and Fee Calculation Instructions

*Use these instructions to complete the City Addendum  
and apply for a City of Pasco business license.*

Applications will be reviewed for approval by City of Pasco.

[For faster service - Apply online](#)

#### Section A:

All applicants must complete Section A.

#### Section B:

If your business is physically located inside Pasco city limits, complete Section B.

*If you do not have a physical location inside Pasco city limits, but transact business with Pasco,  
complete Sections A and C.*

Calculate the fees for question 1 using the following information.

#### General Businesses

License Fee: \$80.00

Employee Fee: \$20.00 per full-time equivalent (FTE) employee

Method for calculating FTEs: Total hours worked in the year by all employees, both full and part time, divided by 1,920 hours, equals number of FTEs. The minimum number of FTEs is one. This includes self-employed persons, sole proprietors, owners, managers, and partners. New businesses must estimate the first year's employee hours. Round fractions to the nearest whole number.

#### Section C:

If you do not have a physical location inside Pasco city limits, but transact business within Pasco, complete Section C. Also, use Section C to request a license for other cities to which you will travel to do business, but are not physically located there.

*If your business is physically located inside city limits, complete Sections A and B.*

#### General Businesses

License Fee: \$80.00

Employee Fee: \$20.00 per full-time equivalent (FTE) employee that will be traveling into the city

Method for calculating FTEs: Total hours worked in the year by all employees, both full and part time, divided by 1,920 hours, equals number of FTEs. The minimum number of FTEs is one. This includes self-employed persons, sole proprietors, owners, managers, and partners. New businesses must estimate the first year's employee hours. Round fractions to the nearest whole number.

#### Additional information:

For more information, contact:

City of Pasco;

525 N 3rd Avenue

Pasco, WA 99301

Ph: 509-545-3402